



**DEPARTMENT OF CORRECTIONS  
PROBATION AND PAROLE  
OPERATIONAL PROCEDURE**

Procedure:	<b>PPD 1.1.200    PROCEDURE MANAGEMENT</b>	
Effective Date:	11/25/2020	Page 1 of 3
Revisions Date(s):	10/17/2022	
Reference(s):	DOC 1.1.2; 53-1-203, MCA	
Signature / Title:	/s/ Jim Anderson, Public Safety Chief	

**I. PURPOSE:**

Probation and Parole will provide staff with guidance by developing comprehensive operating procedures that outline and identify applicable policies, procedures, and protocol related to the duties and responsibilities of Probation and Parole staff.

**II. DEFINITIONS:**

**Effective Date** – The original date of procedure implementation. A revision date supersedes the original effective date.

**Management** – Probation and Parole employees with management or supervisory responsibilities and duties.

**Probation and Parole** – Oversees the Probation and Parole regional offices and interstate transfers.

**Policy** – For the purposes of this procedure, a Department, Montana Operations Manual (MOM), or other state agency policy.

**Revision Date** – The date a procedure was officially revised. The revision date indicates the effective date of changes in procedure. A revised procedure supersedes all previous versions.

**SOP-Standard Operating Procedure** – An internal management document developed at the Department, division, bureau, facility, or program level that provides staff with direction on how to implement a Department policy, required action, or program.

**SOP Manual** – An electronic manual containing procedures that direct the operations of Probation and Parole.

**III. PROCEDURES:**

**A. PROBATION AND PAROLE STANDARD OPERATING PROCEDURES:**

1. SOPs specifically address how operational aspects of Probation and Parole are implemented. If a section of any SOP is found to be in conflict with policies, the Montana Code Annotated, Administrative Rules of Montana, or union contract, that portion of the SOP shall be considered null and void. The remaining sections shall be considered valid.
2. The Probation and Parole QA Supervisor will designate a staff member to maintain the original signed copies of all SOPs and maintain the current SOP manual on the Department's intranet website. All unrestricted SOPs will be available on the Department's internet website.

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3. Restricted SOPs: To ensure the safety and security of Probation and Parole staff, some SOPs may be designated as restricted from general procedure distribution.
  - a. These SOPs must include “RD” in red print immediately following the procedure number.
  - b. At no time may offenders or the general public be given access to restricted SOPs.
  - c. Probation and Parole will establish a list for the distribution of restricted SOPs, and further distribution will be on a need-to-know basis.
  - d. If printed, all pages must be clearly marked by watermark as “Restricted Distribution” and retained in a secure location.
4. SOPs may be reviewed by staff at any time. Using *PPD 1.1.200 (B) Policy/Procedure/Form Comment*, comments or questions regarding the applicability or utility of a policy, procedure, and/or form may be submitted to a supervisor prior to submitting the comment form to the Probation and Parole QA Supervisor’s designee.
5. Probation and Parole offices will provide the Department’s unrestricted policies and procedures to the public when requested.

#### **B. PROGRESSION OF NEW/REVISED SOP:**

1. A proposed procedure is written utilizing the Department procedure format and divided into chapters by topic:
  - a. the title and numbering system will be consistent with Department policies;
  - b. applicable policies, statute, administrative rule, or other authority will be referenced; and
  - c. associated forms will contain the procedure reference number and effective/revision date.
2. Revision of a procedure will result in the entire procedure being reissued and reflecting the revision date.
  - a. Revision of a form associated with a procedure may not necessitate reissuing the procedure.
  - b. Any preceding procedure or form, related instruction, letter, directive, or memorandum covering the same content is thereby rescinded.
  - c. **No form may be revised by a regional office.**
3. The Probation and Parole QA Supervisor’s designee will include Probation and Parole staff, DOC Legal Services, and subject matter experts within the Department to conduct a review of the proposed procedure.
  - a. In most cases, these persons will have 10 business days to review the procedure and provide comment.
  - b. Other select staff may be asked to review and comment within the time period.
  - c. An extension of the review time may be granted by the Probation and Parole QA Supervisor, Bureau Chief, or designee.
4. When the review and editing process is completed, the final procedure is reviewed, signed, and distributed to all Probation and Parole staff.
  - a. If provided in the distribution, Probation and Parole staff will complete *PPD 1.1.200 (A) Policy/Procedure/Form Review* and forward to their supervisor.
  - b. The supervisor will sign and forward to the Department’s Training Records Manager for inclusion in the staff’s training file.

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5. Rescission of any Probation and Parole procedure or form shall be accomplished by use of *PPD 1.1.200 (C) Notice of Rescission*.

#### **C. NEW EMPLOYEE ORIENTATION:**

1. New employees to Probation and Parole will either review or be provided training on SOPs and forms appropriate for their duties. Management will provide or arrange policy, procedure or form training based on the employee's position, duties and responsibilities.
2. Orientation will include familiarizing new employees with the location of, and methods of access to, Department policies and Probation and Parole procedures/forms.

#### **IV. CLOSING:**

Questions regarding this procedure should be directed to the Probation and Parole QA Supervisor or designee.

#### **V. FORMS:**

*PPD 1.1.200 (A) Policy/Procedure/Form Review*  
*PPD 1.1.200 (B) Policy/Procedure/Form Comment*  
*PPD 1.1.200 (C) Notice of Rescission*